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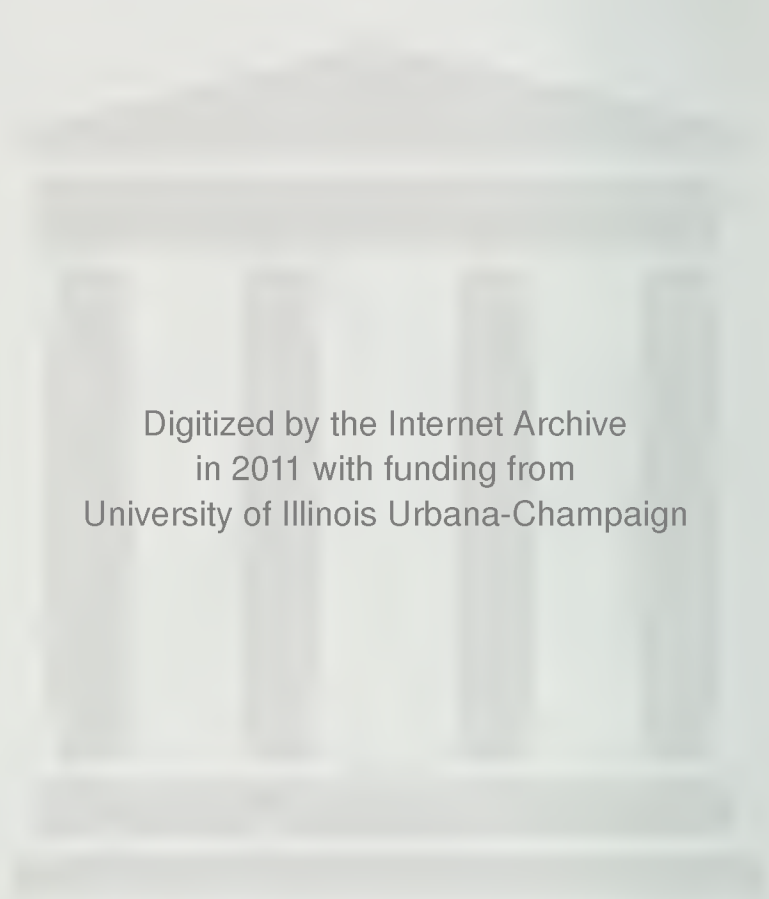
STATUTES
OF THE
UNIVERSITY OF ILLINOIS



1900



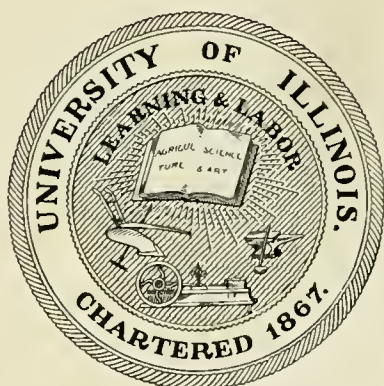
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STATUTES
OF THE
UNIVERSITY OF ILLINOIS



1900

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LAWS OF THE BOARD OF TRUSTEES

INSTRUCTIONAL FORCE

ORGANIZATION AND ADMINISTRATION

1. All persons who give instruction in any department of the University shall constitute the Corps of Instruction.

2. The members of the Corps of Instruction shall be classified as follows: (*a*) The President; (*b*) the Dean of the General Faculty, who shall likewise be Vice-President; (*c*) the Deans of the separate colleges and the Dean of the Woman's Department; (*d*) Professors; (*e*) Associate Professors; (*f*) Assistant Professors; (*g*) Instructors; (*h*) Assistants; (*i*) Fellows.

3. The President, the Dean of the General Faculty, the Deans of the separate colleges and the Dean of the Woman's Department shall constitute the Council of Administration.

4. The President, the Dean of the General Faculty, the Deans of the separate colleges and the Dean of the Woman's Department, the Professors, the Associate Professors, the Assistant Professors, and all heads of departments, shall constitute the General Faculty.

5. The members of the instructional force in each college or school shall constitute the Faculty thereof.

6. The President shall be the executive head of the University, and a member of each Faculty thereof. It shall be his duty to secure efficiency in all of the departments, and orderly and economical administration and healthful development in all of the affairs of the University. He is clothed with all authority needful to that end, and for his acts is answerable to the Board of Trustees alone.

7. The Dean of the General Faculty shall have general oversight of the instructional departments of the University, and more particular supervision of the Graduate School. He shall also be Vice-President and exercise the functions of the President in the absence of that officer.

8. The Dean of each college shall be the executive officer of that college and shall be responsible to the President for carrying out all University policy and for the execution of all established rules or special directions given by any superior authority. The Dean shall make an annual report to the President on or before the first day of June in each year, in which he shall fully treat of the work of his college. He may make report or advance suggestions at any time, and shall report to the President whenever requested to do so.

WOMAN'S DEPARTMENT

9. (a) The Dean of the Woman's Department shall be charged with the general oversight of all of the women students of the University. She shall seek to become their representative, guide, and friend. It shall be her duty to aid and advise them in their University work and in social life, to the end that the highest attributes of independent and true womanly character may be developed.

(b) She shall seek the improvement and extension of those lines of University work in which women students are most interested, and shall endeavor to enlarge all instrumentalities which will promote their physical and intellectual vigor.

(c) She shall seek the fullest information touching the progress of events throughout the world, which are of special interest to women, and shall represent the Woman's Department of the University upon public occasions and in the educational and periodical press, whenever it seems advisable and practicable to do so, without engaging in extreme and doubtful projects or entering into controversies about which the people are widely divided.

(d) She shall be expected to have constant knowledge of the work and effectiveness of all of the women teachers in the University; to advise with and suggest to them and, if necessary, to direct them as to all matters within the field of her general duty.

(e) She shall be a member of the Council of Administration and shall be vested with the powers and duties of such position.

[Adopted March 9, 1897.]

COUNCIL OF ADMINISTRATION

10. The members of the Council of Administration, other than the President, shall be associated with that officer in an advisory capacity touching the discharge of administrative duties. The Council shall have exclusive jurisdiction over all matters of discipline. It shall not exercise general legislative functions, but when any matter arises which has not been provided for by rule or common usage or legislative action of the General Faculty, and which can not be conveniently laid over until the next meeting of the General Faculty, it may act upon the same according to its discretion, and its action in such case shall not be subject to reversal by the Faculty. It shall be the duty of the Secretary of the Council to report to the Faculty, or to particular officers, all items of its action when necessary to efficient administration.

GENERAL FACULTY

11. The General Faculty shall exercise general legislative functions touching the educational policy of the University or any particular matter incidental thereto.

COLLEGE FACULTIES

12. The Faculty of each college or school may exercise legislative functions touching any matter appertaining exclusively to the internal work of that college and the progress of students therein. It shall not, however, have authority to take away from any student any University privilege, nor shall it do anything trenching upon the executive duties of the Dean. It must be understood that the college organization is only for convenience within University circles, and that no college shall take action not well supported by rule or usage for which the general officers of the University may be called upon to answer. All matters of general policy, or matters involving the interests of outside parties, must be determined by general University authority.

DEPARTMENTS

13. The ranking Professor of a department shall be the head thereof and, subject to superior authority as to

policy and course of procedure, he shall be responsible for the quality and efficient progress of the work of that department, and all subordinates in the department shall conform to his views touching department policy, while they exercise their own originality and genius in carrying it out. The ranking member of a department staff which is without a Professor at its head shall, for the time being, be the head of the department. Subordinates in a department, and particularly Associate Professors, shall be entitled to offer to the head Professor thereof such suggestions as they may see fit concerning the general policy of the department, but the final determination of that policy shall rest with the head thereof and with the authorities superior to him. He shall make all department reports, prepare estimates for the expenses of his department, and be responsible for the distribution and expenditure of funds assigned to it.

14. Any member of the Corps of Instruction shall report to any superior authority upon request. All communications to superior authorities, whether made pursuant to request or voluntarily offered, shall, unless otherwise specially directed, be transmitted through all intermediary officers, to the end that they may have knowledge thereof and an opportunity to comment thereupon if they think advisable.

15. The University departments of administration, exclusive of the Colleges of Law and Medicine and the School of Pharmacy, shall be as follows: Agriculture (Agronomy, Dairy Husbandry, Animal Husbandry), Veterinary Science, Mathematics, Architecture (Architectural Engineering), Astronomy, Civil Engineering, Mechanical Engineering, Railway Engineering, Municipal and Sanitary Engineering (Theoretical and Applied Mechanics), Physics, Physiology, Electrical Engineering, Art and Design, Botany and Horticulture, Geology (Mineralogy and Physiography), Zoölogy (Entomology, General Biology), Chemistry, Applied Chemistry, Economics (Sociology), Public Law and Administration, Pedagogy, Philosophy (Ethnological Anthropology), Psychology, History, English, German, Greek, Latin, Romanic Languages, Military

Science, Music, Physical Training, Library, and Library School.

TERMS OF EMPLOYMENT AND DUTIES OF INSTRUCTORS

1. In the absence of some special arrangement, the employment of members of the Corps of Instruction will be either continuous or for a period of ten months. Those continuously employed must hold themselves in readiness for service at any time during the year, and will receive their salary in twelve monthly installments. The others will receive their salary in ten monthly installments, and their employment will be from September 1 to July 1, within which period they must at all times be in readiness for any required service.

2. It is assumed that all persons worthy of continuous employment will be interested above all else in developing the work of their departments, will have no interest incompatible therewith, and will give the utmost of their powers at all times to the promotion of that end.

3. The importance of rest and recreation to teachers is recognized, and it is desired that all shall have reasonable vacations, and shall use their vacations rationally to promote the ends for which they are afforded; but it must not be supposed that the vacation of the Corps of Instruction extends from Commencement day to the day when instruction begins in September. All members of the Corps will be expected to be in actual attendance up to the first day of July and on and after the first day of September, except on leave extended, for special reasons, by the President of the University; and that in July and August all will keep the President notified of their whereabouts and will respond quickly to any call for service.

4. It is the desire and intention of the Board that all competent and effective teachers shall feel secure in their positions and remain permanently in the service of the University; but experience shows that it is necessary to reserve the legal right to terminate service at any time for any reason which in the judgment of the Board may be sufficient, and all employment must be accepted upon this condition. No summary dismissal will be made, except for con-

duct prejudicial to the University, or without opportunity for a hearing, if the facts are disputed. When service is terminated by the Board for other cause than misconduct, notice will be given at the earliest time practicable; and in case a member of the Corps of Instruction intends to leave the service of the University it is but fair that the President of the University should be advised, at least as soon as such purpose has been determined upon. In case a resignation is presented to take effect at some future time the Board will exercise its right to terminate the service at that time, or at some earlier date, as may seem just to all the interests involved. In case a member of the Corps of Instruction enters upon regular employment elsewhere before the termination of service here, that fact will work a termination of service and cessation of salary here. Absence from ordinary service in the University, for any other cause than sickness, must be with the approval of the President, if for less than ten days; and if for a longer time, with the approval of the Board of Trustees. For any failure to comply with all the conditions of loyal and interested service, which are an honorable obligation upon all members, of the Corps of Instruction, the Board of Trustees will feel free to withhold salary so far as the interests of the University and justice to others may seem to demand.

[Adopted Sept. 4, and Dec. 10, 1895.]

ALL UNIVERSITY POSITIONS ON MERIT BASIS

In the opinion of the Board all University positions should be kept on the merit basis. No officer or employé should be removed except for good cause, and whenever an appointment is made it should be made solely with regard to special fitness.

[Adopted March 9, 1897.]

The Board stamps with its strongest disapproval any disposition to make patronage out of University appointments. The appointment of a relative of a member of the Board, or of any other person occupying an influential position in the University is wholly disapproved. Political, social, fraternal, or church influences are to be altogether ignored, and every appointment must be made

upon the merit basis. The President and other officers of the University are to feel fully assured that the Trustees will heartily support them in acting upon this principle.

[Adopted September 30, 1898.]

COMMUNICATIONS TO THE BOARD OF TRUSTEES REGARDING MATTERS OF BUSINESS OR APPOINTMENTS

All communications pertaining to matters of business or to appointments, to be presented to the Board of Trustees for action, shall be first presented to the President for his examination and recommendation, and such other suggestions as he may deem proper.

Nothing herein contained is intended to change the relations heretofore existing between the University and related institutions, nor to impose upon the President of the University any official responsibility beyond that of giving information and expressing opinions touching matters presented, as he may desire.

[Adopted September 20, 1898.]

REPORTS OF DEANS

To insure more intelligent action on the part of the Trustees, typewritten copies of such reports of the Deans of the several colleges as are made shall be sent from the office of the President of the University to each member of the Board five days before the quarterly meetings.

These reports shall be confined strictly to the internal affairs of the several colleges and to their immediate needs in respect to the facilities for instruction. At the meetings of the Board the President shall present his approval or otherwise of any suggestion in these reports, which shall be considered the first official recognition of their existence.

These typewritten copies shall be prepared in the offices of the Deans and sent to the President with the original reports.

[Adopted December 19, 1899.]

UNIVERSITY SERVICE FOR OUTSIDE PARTIES

All persons connected with the University shall be notified that when an application is made by any outside party for any service which the University can render, they shall

not say whether the University will or will not undertake to render the service, or upon what terms it can be undertaken, but that all such matters shall be referred to the President of the University and the Business Manager, with power to act in each case, as may to them seem wise.

[Adopted June 27, 1895]

SCHEDULE OF CHARGES FOR CHEMICAL ANALYSES

<i>Sanitary chemical analysis of potable waters</i> —for residents of Illinois.....	No charge
For non-residents.....	\$ 10 00
<i>Quantitative mineral analysis of drinking waters</i> —giving grains per gallon of each and every constituent present.....	20 00 to 50 00
<i>Quantitative analysis of waters</i> —for manufacturing purposes, boilers, etc.....	\$10 00 to 20 00
<i>Analysis of milk</i> —for determination of adulterants, watering, or skimming.....	5 00
<i>Analysis of vinegar, wine, beer, and liquors</i> —determination of extracts, detection of fusel oil, detection of mineral acid, each determination.....	2 00
Determination of alcohol.....	2 00
<i>Analysis of grains and food stuffs</i> —according to the number of determinations to be made.....	10 00 to 25 00
<i>Analysis of foods, coffee, tea, sugar, bread, butter, etc.</i> —	
Determination of moisture in bread.....	1 00
Determination of mineral ingredients in bread—(alum, copper, baryta).....	2 00
Determination of fat in butter.....	2 00
Determination of water in butter.....	1 00
Determination of salt in butter.....	1 00
Determination of sugar.....	2 00
Detection of artificial coloring matter in coffee, tea, etc.....	2 00
Determination of ash in coffee or tea.....	1 00
Determination of caffeine and theine.....	5 00
<i>Fertilizers</i> —quantitative examination.....	10 00 to 25 00
<i>Analysis of coal and coke</i> —Determination of moisture, volatile combustible matter, fixed carbon, ash, sulphur.....	5 00
<i>Analysis of iron and manganese ores, minerals, slags, ashes, clays, building stone, etc.</i> —Per cent. of iron, phosphorus, sulphur, silica, aluminum, manganese, each.....	3 00
Per cent. of iron, together with phosphorus, sulphur, silica, aluminum, or manganese.....	5 00
Complete analysis excepting alkalies.....	20 00

Complete analysis with alkalies	25 00
<i>Gold and silver ores</i> —Assays for gold and silver in ores..	3 00
<i>Other ores, minerals, metals, alloys, etc.</i> —Per cent. of any of the following metals: antimony, arsenic, bismuth, tin, cobalt, molybdenum, nickel, zinc, cadmium, cop- per, silver, chromium, lead, mercury, platinum, each..	3 00

Charges for analysis of other articles, such as oils, varnishes, paints, pigments, baking powder, air, soap, drugs, chemicals, medicines, etc., and for the toxicological examination of human organs, etc., shall be arranged to conform with the amount of time and work involved, as they might vary, according to the case, from \$5.00 to \$50.00. In cases where the amount of the charge is not definitely fixed it shall be determined by the Professor of Chemistry with the approval of the President.

[Adopted March 10, 1896.]

SERVICES RENDERED THE UNIVERSITY

No one connected with the instructional force of the University shall be employed in any work which does not naturally come within the scope of his duties, and for which additional compensation will be expected, without the approval of the President of the University and the action of the Board of Trustees in regular session.

[Adopted April 19, 1898.]

FUNCTIONS OF THE TRUSTEES AND OF THE PRESIDENT

First. The functions of the Trustees are legislative and not executive. The Board is to secure, as far as possible, the needed revenues for the University and is to determine the ways in which University funds shall be applied. It is to map out University policy, but it must, of necessity, leave the execution of that policy to its executive agents. Such agents must be capable and, within the general line of policy laid down by the Board, they should not be interfered with. It is no function of a Trustee to act as superintendent of University business, and it would be most reprehensible in a Trustee to have secret meetings and understandings with members of the Faculty, other employes or students, or to act in any way calculated to undermine or weaken the authority of its authorized agents.

Such conduct would be subversive of all discipline and destroy the efficiency of the University organization. If the University does not prosper under the agents employed, there should be a change of agents, but while in office the fullest confidence and support must be given them by the Board to enable them to obtain the best results. Any other course would not only be detrimental to the interests of the University, but would be a gross injustice to those employed.

Second. The President of the University is the chief executive and responsible agent of the Trustees. He is to have constant watch and care over every University interest, and particularly the fullest responsibility in the instructional work. He is to be ready to recommend suitable persons for vacancies in the Faculty and, in case of an exigency, he is to fill a place so that the work of the University shall not be interrupted. He is to see that instructors are competent and right spirited, and is to hold all members to the exact and full discharge of their duties; and if, in his judgment, the necessity arises, he is to initiate steps for a change in the instructors. He is to attend the meetings of the Trustees and take part in the discussion of matters under consideration. He is, of course, to follow the directions of the Board given in any particular matter; but it is neither possible nor desirable for the Trustees to direct most of the details of executive action; and so, in all matters, the President is expected to act with perfect freedom within the lines of general policy laid down by the Board, following a custom which has been well commenced here, is usual in all large universities, and is imperative to secure their strong and healthy development.

AGRICULTURAL SCHOLARSHIPS

The University shall receive into the College of Agriculture annually one student from each county, outside of Cook county, and one from each of the first seven congressional districts of the State, upon the recommendation of the executive committee of the Illinois Farmers' Institute; the matriculation and incidental fees shall be remitted to the holders of such scholarships; the same shall be good for two years; special students shall be eligible thereto; *pro-*

vided, that the persons so recommended shall not have been previously in the University and shall comply with all the conditions of admission to the College of Agriculture.

Should there be more than one candidate from a county or congressional district, one of them shall receive the scholarship of his county or district and the other or others may be assigned to vacancies which may exist in other counties or congressional districts, as is customary with state scholarships.

Special students holding scholarships may, if they so desire and are properly qualified, take one or more studies in the Preparatory School on paying each semester two dollars for each subject.

[Adopted July 26, 1899.]

DINING ROOM

A dining room is to be established at the University with the opening of the University year in September, 1900. The Committee on Students' Welfare is empowered to make all arrangements for furnishing meals from that time, prepared according to the most widely accepted dietary standards and especially adapted to the needs of students; such meals to be attractive, palatable, digestible and prepared with every scientific precaution. The dining room is to be made thoroughly educational in its features.

[Adopted September 12, 1899.]

COLLEGE OF MEDICINE

1 The General Statutes of the University shall apply to the College of Medicine, except in so far as special laws hereinafter provided may conflict therewith.

2 During the continuance of any lease of the College of Physicians and Surgeons by the University of Illinois, the following special laws shall operate in the government and management of the College of Medicine:

3. The Faculty of the College of Medicine shall be made up of the President of the University and the Professors, Associate Professors, Adjunct Professors and Lecturers belonging to the Corps of Instruction of the College of Medicine, and shall be known as the Teaching Faculty.

4. The President of the University and such members of the Teaching Faculty of the College of Medicine as hold stock in the College of Physicians and Surgeons shall constitute the Executive Faculty of the College of Medicine.

5. The Teaching Faculty may exercise legislative functions touching any matter appertaining exclusively to the internal work of the College of Medicine, except such matters as are reserved to the Executive Faculty. It shall appoint, in such manner as it may decide, appropriate standing committees to which any matters arising in the Faculty meeting shall, upon motion of any member, be referred for preliminary consideration and report.

6. The Executive Faculty shall have an advisory relation to the President and Business Manager of the University and to the Board of Trustees, with respect to all matters appertaining to the College of Medicine. It shall annually nominate to the Board of Trustees through the President of the University, from its membership, a Dean, an Actuary, and a Secretary for the College of Medicine.

There shall also be reserved to the Executive Faculty the right to nominate in like manner candidates to fill vacancies in the Corps of Instruction, and it shall in like manner coöperate in determining the educational policy of the college.

7. The Dean, with the advice and consent of the Executive Faculty, shall recommend, as occasion may arise, the acceptance of resignations or dismissals from the Corps of Instruction, and shall in like manner, from time to time, recommend the discontinuance or establishment of chairs of instruction or the change of title of any chair.

8. The Actuary shall, with the advice and consent of the Executive Faculty, recommend the rate of compensation to be paid to any member of the Corps of Instruction or to any employé of the College of Medicine. He shall, under the same conditions, recommend in what manner and in what amounts other sums from the treasury of the College of Medicine shall be expended on its account.

9. A sum not exceeding one thousand dollars from the net earnings of the College of Medicine of the previous

year, and not otherwise appropriated, may be annually expended in the Department of Athletics, if authorized by the Executive Faculty.

BY-LAWS GOVERNING THE EXECUTIVE FACULTY OF THE COLLEGE
OF MEDICINE

ART. 1. An annual meeting of the Executive Faculty shall be held on the call of the Secretary, in the month of May in each year. Five days' notice of said annual meeting shall be given each member of the Executive Faculty. Other meetings of the Executive Faculty shall be called by the Secretary on request by the Dean or by any one of the standing committees. Seven members shall constitute a quorum.

ART. 2. The Executive Faculty shall select by ballot, at each annual meeting, nominees for the offices of Dean, Actuary, and Secretary of the College of Medicine, and likewise a Committee on Nominations.

ART. 3. The Executive Faculty, at each annual meeting, shall elect the following standing committees, viz:

1. Finance; 2. Faculty Appointments, Resignations and Dismissals; 3. Employés and Salaries; 4. Rules, Educational Policy and University Relations; 5. Advertising and Announcements; 6. Athletics; 7. Building and Repairs; 8. College and Laboratory Equipment, Furniture, Library and College Supplies.

ART. 4. The Dean shall preside at all meetings of both the Executive and Teaching Faculties, and shall exercise general supervision over the affairs of the college. He shall be Chairman of the Committee on Faculty Appointments, Resignations and Dismissals.

ART. 5. The Actuary shall be Chairman of the Finance Committee, and shall make an annual report to the Executive Faculty, showing the financial condition of the college, the placing of its funds, and all receipts and expenditures for the preceding year.

ART. 6. The Secretary shall keep the minutes of all meetings of both the Teaching and Executive Faculties, and the records of the students. He shall be Chairman of the Committee on Advertising and Announcements, shall attend

to the printing and distribution of announcements and shall conduct all correspondence properly belonging to the two faculties.

ART. 7. The Committee on Finance, of which committee the Actuary shall be Chairman, shall consist of three members. The committee shall supervise the expenditure of all moneys, audit all bills, and at the end of each year shall audit the books and annual report of the Actuary and shall report on same to the Executive Faculty.

ART. 8. The Committee on Faculty Appointments, Resignations and Dismissals, of which committee the Dean shall be Chairman, shall consist of five members. It shall investigate the qualifications of all candidates for positions in the Corps of Instruction, shall consider all resignations and shall investigate all charges against members of the Corps of Instruction, reporting thereon to the Executive Faculty.

ART. 9. The Committee on Employés and Salaries shall consist of three members. It shall recommend the employment or dismissal of all employés of the college as occasion may demand, and shall recommend the rate of compensation of said employés, as well as the salaries of the officers of the college and members of the Corps of Instruction.

ART. 10. The Committee on Rules, Educational Policy and University Relations shall consist of five members. It shall have charge of all matters appertaining to the rules, State Board of Examiners, educational policy, University relations, legislation and general policy.

ART. 11. The Committee on Advertising and Announcements, of which committee the Secretary shall be Chairman, shall consist of three members. It shall have charge of all publications designed to further the interests of the college, and shall recommend all the necessary methods and expenditures for advertising to the Executive Faculty.

ART. 12. The Committee on Athletics shall consist of three members. It shall have immediate supervision of all athletic sports and exercises appertaining to the College of Medicine, and shall recommend such expenditures as in its

judgment should be made in the promotion of college athletics.

ART 13. The Committee on Building and Repairs shall consist of three members. It shall have immediate charge of all building and repairs ordered by the Executive Faculty, and shall investigate and recommend, as occasion may require, any necessary work of this character.

ART 14. The Committee on College and Laboratory Equipment, Furniture and College Supplies shall consist of three members. It shall recommend such purchases of college and laboratory equipment, furniture and supplies as may be necessary. It shall secure prices and bids for such necessities, and submit the same to the Executive Faculty. It is also authorized to recommend to the Actuary the purchase of such supplies as may be necessary to meet emergencies, reporting the same at the next subsequent meeting of the Executive Faculty.

ART. 15. The Committee on Nominations shall consist of three members. It shall nominate to the Executive Faculty, at each annual meeting, candidates for members of all the standing committees other than itself. It shall cause its report to be sent to all members of the Executive Faculty with the Secretary's call for the annual meeting.

ART. 16. These by-laws may be temporarily suspended at any meeting by unanimous consent of those present.

These by-laws may be amended by a two thirds vote of those present at any meeting; *provided*, that notice of such intended amendment shall have been given at the last previous meeting, and that such notice shall have also been included in the call for the meeting.

[Adopted June 27, 1899.]

GOLF CLUB

The University Golf Club is authorized to lay out and maintain a golf course upon the premises of the University, including the campus and the Experiment Station grounds; subject, however, to the approval of the Superintendent of Buildings and Grounds as to the location on the campus,

and to that of the Director of the Experiment Station as to the location on the Experiment Station premises.

The use of the course by the members of the club is conditioned upon the establishment and maintenance of rules approved by the President of the University and by the Director of the Experiment Station, which rules shall include a penalty of dismissal from the club and forfeiture of all rights to the course for trespass on Experiment Station property.

[Adopted March 13, 1900.]

LEAVE OF ABSENCE FOR PROFESSORS

A Professor who has served seven consecutive years, and requests it, may be given a furlough for one year on half pay; *provided*, that these permits shall only be given on the advice of the President, and shall not be given so as to conflict with each other in any way, or to hamper the work of the University. Also, that a Professor taking such a leave of absence shall pledge himself to remain at the University for three years after his return, at the same salary, and that the University in return shall agree to retain him in its service during his furlough and for one year thereafter.

[Adopted June 12, 1900.]

THE TRANSACTION OF BUSINESS, THE KEEPING OF ACCOUNTS, AND THE CUSTODY OF FUNDS OF THE UNIVERSITY

The following rules are adopted for the observance of officers charged with the management of the business, the keeping of the accounts, and the custody of the moneys of the University, and shall apply to the affairs of the Agricultural Experiment Station, of the State Laboratory of Natural History, of the College of Medicine, and of the School of Pharmacy; except that the accounts of the Experiment Station, those of the State Laboratory, and those of the College of Medicine and of the School of Pharmacy shall be kept in separate books, and that in the transaction of the business of the Experiment Station the action of the Advisory Board of the Station shall be accepted for that of the Board of Trustees of the University when within the scope of the delegated powers conferred upon the Advisory Board and pursuant to appropriations made by the Board of Trustees. The Director of the Station shall be the executive officer thereof.

RECEIPTS, INVESTMENTS AND ACCOUNTING

1. The Treasurer shall be the custodian of the funds and securities belonging to the University.

2. The Treasurer shall collect, as it becomes due, the interest accruing on the money and securities (including land contracts) of the University, and shall collect the principal of said securities when it becomes due. He shall collect all general and special appropriations made to the University by the State and by the United States.

3. The Treasurer shall keep the accounts of the moneys in his custody in such separate funds as shall be indicated by the Board of Trustees, or as are desirable and necessary for the proper and systematic accounting for the moneys coming into the treasury.

4. At each regular meeting of the Board the Treasurer shall report in detail the transactions of his office for the quarter preceding the meeting, and shall report the condition of the treasury at such time, and also at any other time the Board may request.

5. The Treasurer shall report to the Secretary, for record, a complete description of each of the securities the Finance Committee may place in his custody within ten days after such action of the Finance Committee.

6. The Treasurer shall pay out money on warrants signed by the Chairman of the Board of Trustees and the Secretary, and shall not do so otherwise; and he shall submit his paid warrants to the Board for audit by the Finance Committee.

7. The endowment fund shall be kept constantly invested by the Treasurer and the Finance Committee of the Board. The Treasurer shall forthwith report all changes in investments to the Secretary, who shall enter the same in his records. The Committee shall report its action concerning the investment of funds at each regular meeting of the Board, for approval.

8. The Secretary shall keep an accurate account of each of the securities reported by the Treasurer, in a register, and shall report maturing securities to the Board at least one quarter before maturity. He shall report the amount of interest accrued on the securities of the University during the previous quarter.

9. The Business Manager shall be the general business agent and financial accountant of the University. He shall collect and account for all moneys from dues, fees, tuition, and all other sources not required to be collected by the Treasurer.

10. The Business Manager shall report monthly to the Treasurer the moneys received by him, turning over to him all money, except such as he and the Treasurer may agree to be necessary for the proper conduct of the petty business of his office. Single transactions involving less than \$50.00 in money may be classified as "petty business."

11. The Business Manager shall report to the Board at its regular meetings the financial condition of the University, with such recommendations for appropriations as may be necessary; also the transactions of his office for the quarter preceding, and oftener if requested by the Board. His report shall include a detailed statement of all moneys received and from what sources, shall show the

amounts paid to the Treasurer, and all accounts audited, warrants drawn, and balances standing to the credit of the different funds.

12. The Registrar shall report in detail to the Board, at each regular meeting, the number of students who, during the quarter preceding, were indebted to the University for term fees, tuition, deposits and all other financial obligations imposed by their attendance upon the University.

13. No department of the University shall receive any funds unless specially authorized by the Business Manager, in writing, so to do. In all such cases he shall furnish the department so authorized a book in which the proper person shall enter a record of all transactions, specifying the date, the person from whom the money was received and the purpose or consideration for which it was received, and at the end of each month, or oftener, if the Business Manager shall request, the department receiving such money shall report to the Business Manager, upon a proper blank to be prepared for the purpose, a transcript of his memorandum book, and account and pay over the moneys so received, and the Business Manager shall keep said reports on file in his office and shall enter in his books the funds so received.

EXPENDITURES, CONTRACTS, OBLIGATIONS AND PAYMENTS

1. No expenditures shall be made except on the authority of the Board, and after an appropriation of money therefor, as evidenced by its records. In an emergency requiring immediate action the President of the University and the Business Manager may, by concurrent action, incur an expense of not greater than \$250.00, and the Executive Committee of the Board of Trustees may, of course, act in any matter at any time.

2. All appropriations shall lapse at the end of the fiscal year unless otherwise specially ordered. By a vote of the Board an appropriation may be made to lapse at any time.

3. Articles and materials for the University shall be purchased by persons or committees designated by order of the Board. When none are designated, the Business Manager shall act as purchasing agent.

4. The Business Manager shall issue an order for purchase to persons authorized by the Board to make purchases, but shall not do so unless the records of the Board show that the purchase has been authorized and that the money for payment thereof has been appropriated. The order shall clearly set forth the articles or materials ordered and shall state the fund from which the account is to be paid. The order of the Business Manager shall accompany all bills of account for purchases, (or said bills shall refer to said orders), on presentation of such bills for audit and payment. But no order for the purchase of furniture, apparatus, or equipment, unless specifically ordered by the Board of Trustees, shall be made unless the advisability of such purchase is approved by the President of the University, nor unless the price which it is proposed to pay is approved by the Business Manager.

5. The persons composing the force of administrative officers, and the clerks or other employés of the departments, and the Corps of Instruction, shall be employed and salaries fixed by the Board. The monthly pay roll of such persons shall be approved by the President of the University, but he shall not approve the pay of any person who has not rendered prescribed service during the month, unless such service has been previously formally excused by the Board or by the President of the University, under the rules for the government of the instructional force. The Business Manager shall prepare the pay roll for the approval of the President each month, setting forth for each person the amount of salary for the month, as fixed by the Board.

6. All help employed, exclusive of the persons referred to in the preceding rule, shall be employed by the Superintendent of Buildings and Grounds, with the approval of the President of the University, provided that before doing so the Superintendent shall secure the certificate of the Business Manager that the employment has been authorized and the money therefor appropriated by the Board. At the time of employment of each person by him he shall determine the price to be paid, except in cases where the same has been determined by the Board, and he shall keep in a suitable book to be provided for the purpose, a record of the

name of the person so employed, the time when employed, the length of service and the amount to be paid, and he shall report the same to the Business Manager whenever requested. He shall also prepare and deliver to the Business Manager the pay rolls covering such help at the termination of the employment or at such other time as he may be requested so to do.

7. The employés of the Agricultural Experiment Station shall be appointed by the Board of Trustees, or by the Director of said Station when authorized by said Board. The Business Manager and the Secretary of the Board of Trustees shall, upon application, afford information to the Advisory Board of the Experiment Station, or to the Director, touching the action of the Board of Trustees and the condition of the funds in which the Station may be interested. The pay roll of said employés shall be made and certified by the Director of the Station to the Business Manager at such times as that officer may request.

8. The employés of the State Laboratory of Natural History shall be appointed by the Director of the Laboratory, but not until such appointments shall have been authorized by the Board of Trustees; and the pay roll of said employés shall be made out and certified by the Director and delivered by him to the Business Manager at such times as that officer may require.

9. Purchases to an amount exceeding \$100.00 shall be let by contract, after competition, unless the character of the materials or articles renders competition impracticable. Contracts shall be let by the Board or by a committee appointed by the Board, and shall be signed for the University by the Chairman and Secretary of the Board of Trustees, unless other persons or committees are authorized by the Board to perform that service.

10. Contracts shall be filed with the Business Manager by the officers of the Board authorized to enter into the contracts, and payment in full or in part shall be made on contracts only on the certificate of some person authorized by the Board to make a certificate that the contract or a part thereof has been acceptably filled, and that under the terms of the contract a certain stated amount is due and payable.

11. The Business Manager shall act as auditor for the Board, and all bills shall be presented to him for audit, but no bills relating to labor upon buildings and grounds shall be audited and paid unless approved by the Superintendent of Buildings and Grounds, and all other bills must have the approval of the President of the University, unless they are for continuing salaries, contracts, or other running accounts specially authorized by the Board; and in all cases payment of any bill or account shall be suspended on the request of the President of the University pending the action of the Board of Trustees.

12. Bills for purchases, when rendered, must be accompanied by the order hereinbefore provided for; and if for materials or articles delivered, then also by the receipt of the officer, member of the instructional force, or employé who received them, that the same were received by him in good condition, and that they were of the quality, kind and price prescribed.

13. When any account against the University is found to be just and due, created by the authority of the Board, and one that an appropriation has been made to pay, and is presented in accordance with the requirements of the Board, and has been approved by the proper officer, the Business Manager shall approve and audit the same, stamp his approval upon the face of the bill, issue a warrant against the Treasurer for the amount thereof, and send said warrant to the Chairman of the Board of Trustees for signature. The Chairman shall sign the same, if he thinks proper, and in that event he shall forthwith forward it to the Secretary. In case he declines to sign the same he shall return it to the Business Manager with his reasons for such declination. The Secretary shall, as soon as he receives a warrant, make a proper record thereof in his books, sign the same and deliver it to the Business Manager, who shall enter the same in his warrant book, giving its number, for what issued, to whom payable, and the appropriation from which it is to be paid.

Separate warrant books shall be kept for the University, the School of Pharmacy, the Agricultural Experiment

Station, the College of Medicine, and the State Laboratory of Natural History.

The Business Manager shall deliver the signed warrants which he receives to the payee therein named in exchange for such receipts or evidences of discharge as may be required to meet the needs of the University accounts.

When a bill or claim is for less than \$50.00 the Business Manager may, at his discretion, pay the same in cash, if, in his opinion, the business of the University will be better expedited thereby. Before such payment the Secretary shall, however, make a record of said bill and soon after payment, certainly as often as once in each month, and as much oftener as he prefers, the Business Manager shall make a statement of all such payments, accompanied by the vouchers therefor, draw a warrant to his own order for the sum thereof, and forward both to the Chairman of the Board of Trustees for approval and signature. If the payments are approved the Chairman shall endorse his approval upon said statement, shall sign the accompanying warrants and forward both to the Secretary, who shall also sign both and note the fact against the previous record, and deliver said statement and warrant to the Business Manager, who shall make proper entries of their receipt in his books, file the statement in his office, endorse the warrant and deliver the same to the Treasurer, who shall receive the same as cash and credit the Business Manager with the amount thereof.

14. The Business Manager, Treasurer, and Secretary shall report fully to each regular meeting of the Board, and their reports shall be examined by the Finance Committee of the Board, and said committee shall forthwith report its findings and recommendations to the Board for approval.

15. The fiscal year of the University shall begin on the 1st day of July in each year and end upon the 30th day of June next succeeding, but all reports shall be made as required by law.

16. The officers of the Board shall cause new account books to be prepared, shall open the same and transfer all balances to them at the beginning of the next fiscal

year, and shall prepare all blank forms necessary for carrying the foregoing rules into effect.

17. The foregoing rules shall be observed from the time of their adoption, so far as practicable, and shall be fully in effect from and after the first day of July, 1896.

[Adopted March 10, 1896.]

BONDS, LAND CONTRACTS

The Secretary shall provide himself with a suitable book in which to record bonds and other documents of like importance.

[Adopted April 14, 1897.]

The Business Manager shall have charge of the land contracts and shall make collections thereon.

[Adopted April 23, 1897.]

INVENTORIES OF PROPERTY

There is a standing rule of the Board requiring the head of each department of the University to keep an inventory book, in which to enter in detail all apparatus and other property belonging to his department.

In addition to keeping said book, as required by said rule, the head of each department shall present to the Board, at its annual meeting in September, an inventory of all apparatus and other property belonging to said department, together with a statement of the condition thereof. Said reports shall be delivered to the Business Manager on or before July 1 previous to said annual meeting, and it is the duty of the Business Manager to present these reports.

[Adopted June 6, 1893, and amended March 12, 1895, and June 26, 1896.]

SUPERINTENDENT OF BUILDINGS AND GROUNDS

The Superintendent of Buildings and Grounds shall have charge of all University buildings and grounds. All the janitors employed by the University shall be under his supervision and direction, and for cause may be discharged by him at any time. Temporary workmen and helpers who are necessary at times may be employed by him at

rates of compensation approved by the Business Manager. In the discharge of his duties he shall act under the general direction of the Buildings and Grounds Committee and, in its absence, of the President of the University.

Application shall be made by the President to the authorities of the cities of Urbana and Champaign for the appointment of the Superintendent of Buildings and Grounds and the members of his force as special police officers, to the end that they may have power to arrest idlers, trespassers, marauders, disturbers of the peace, and any persons found on or about University property menacing the quiet and security of the University. When invested with such authority the Superintendent and janitors shall be held accountable for good order about all buildings and grounds and the safe keeping of all University property.

No advertising signs shall be allowed upon University property, and no trespassing shall be allowed upon the campus between the principal buildings of the University. All riders of bicycles shall be required to keep upon the roadways and never allowed upon the walks. No vehicles, loaded or otherwise, shall be allowed to enter the carriage ways of the University unless the same are for light pleasure driving alone, or are on business connected with the University; and the Superintendent of Buildings and Grounds is authorized to put up suitable notices or to take any proper steps necessary to secure the complete enforcement of this resolution.

Adopted June 11, 1895.

HEAT, LIGHT, AND POWER PLANT

1. The University Heating, Lighting, and Power Plant, so far as all extensions and matters affecting the plans and general operations of the plant are concerned, shall be under the advisory control of the heads of the Mechanical and Electrical Departments, and they shall be held responsible, respectively, for the general condition and effectiveness of the same.

2. All matters relating to the purchase and distribution of supplies, as well as to the details of operations and maintenance, the employment of help, the certification of

pay rolls, etc., shall be under the direction of the Superintendent of Buildings and Grounds.

[Adopted June 8, 1898.]

SURVEYS, CHARTS, DRAINAGE, PLUMBING

It is ordered that the Superintendent of Buildings and Grounds be made the custodian of all drawings, plats, charts, maps, and surveys and of pipe, drainage, plumbing, and wire systems of the buildings and grounds of the University; that a room or rooms of sufficient size be set apart for their bestowal and preservation and for labor connected therewith; that all new drawings, maps, plats, etc., be made on mounted white paper of scale of convenient size; that old drawings, plats, etc., that are not now in a form or condition for preservation, be made new; that all changes, modifications, or extensions made in the buildings, plumbing, drainage, tunneling, water or gas piping, wiring or other work, plats of which ought to be preserved, shall be carefully entered upon the old plats and drawings, and that such other records be made in book form as may be necessary and satisfactory; that the Committee on Buildings and Grounds have general supervision of the work herein contemplated and report from time to time to the Board.

[Adopted June 8, 1898.]

THE LIBRARY

For the purpose of defining the Library Policy of the University, it is determined:

1. That all books, pamphlets, maps, etc., (other than account books and books of record), purchased with University moneys, shall be deemed to belong to the University Library.
2. That all parts of the Library shall be in the custody of the Librarian, who shall be responsible for the condition of the same.
3. That all reference books and all periodicals, magazines, and newspapers, shall be made as easy of access as practicable to all patrons of the Library, and that no limi-

tations not necessary to their preservation shall be placed upon their free use.

4. That all other books, except such as are referred to in the next paragraph, shall be delivered for use by the Librarian or assistant only, upon a proper call.

5. That books which are purely technical and relate to the work of a single department only may be taken to that department under such regulations and for such time as the Librarian may determine; but the Librarian shall not thereby cease to be responsible for their safe keeping and proper use.

6. The Librarian may make and enforce such rules for the government of the Library as are approved by the President.

[Adopted Dec. 10, 1895]

REGULATIONS OF THE FACULTY AND OF THE COUNCIL OF ADMINISTRATION

BY-LAWS

1. The General Faculty of the University shall hold its regular meeting at 4 o'clock p. m. on the first Monday of each month during the University year, except that the first meeting shall be held the Friday preceding the opening of the fall semester. The President shall have power to call special meetings of the General Faculty as he may deem necessary. The order of business at each meeting shall be:

1. Calling of the roll of members.
2. Reading of the minutes of last meeting.
3. Reports of officers.
4. Report of the Council of Administration.
5. Reports from the several colleges.
6. Reports of committees.
7. Unfinished business.
8. New and miscellaneous business.

2. The President, Vice-President, and Secretary shall have the powers and perform the duties usually devolving upon such officers.

3. The following standing committees of the Faculty shall be elected annually, by ballot, by the Faculty at the first meeting of the year, or as soon thereafter as practicable, upon nominations to be presented by the Council of Administration, each committee to hold office till its successor is elected:

1. Admission and Accredited Schools.
2. Military Affairs.
3. Athletics.
4. Students' Welfare.
5. Press Notices.

The duties and powers of the standing committees shall be (1) to originate, consider, and recommend to the Faculty, lines of policy and particular measures in their several provinces; and (2) to act upon all matters referred to them by the Faculty.

4. The President shall be, *ex-officio*, a member of each committee.

MISCELLANEOUS FACULTY AND COUNCIL REGULATIONS*

PETITIONS

1. For the purpose of securing information a student's petition may be referred directly by the Faculty of one college to the member of the Faculty of another, but all matters requiring action or recommendation must be sent to the Dean of the college in which such action or recommendation should occur.

2. Students' petitions are distributed from the President's Office to the proper officers.

3. Every officer who receives such a petition, or any other communication, for investigation, recommendation, or report, should act thereon *promptly*, and return it to the officer from whom received, unless otherwise directed, properly *endorsed*, *dated*, and *signed*. If the communication is sent to any officer for final action, it should be returned, when properly endorsed as described above, directly to the President's Office, or to other proper authority, for filing. *Prompt action is essential in all cases.*

SEMINARY WORK

1. Seminary work, as understood in this University, is individual or group work, either independent or under the leadership of an instructor, on assigned or selected topics requiring an examination of a varied and scattered literature, and a statement and discussion, in the student's own language, of the results of such examination.

2. In seminary classes these results will be stated, either by the students or by the instructors, and discussed by the classes.

3. Seminary courses leading to University credits may not be offered without authority from the General Faculty or from the Council of Administration, by whom also the credits to be given on such courses shall be fixed.

UNIVERSITY EXERCISES

1. University exercises may extend over Saturday forenoon in shops, drawing rooms, field work, and laboratories.

*For the rules governing the relations between instructors and students see "Rules for the Government of Students."

2. No change from the published schedule of class or examination hours may be made by any instructor without permission of the President or the Dean of the General Faculty.

3. All University exercises must begin promptly at the scheduled time, and must not, under any circumstances, run beyond the time allotted to them.

GRADUATE SCHOOL

1. The Graduate School is in charge of the Council of Administration of the University. The Council fixes the conditions of admission, approves the courses of instruction, prescribes the character of examinations, establishes requirements for degrees, and exercises general supervision over all the affairs of the school. The Dean of the General Faculty is the executive officer of the school, and he should be consulted on all matters pertaining thereto.

2. Members of the Graduate School are not required to pay fees for courses of study approved by the Council of Administration as leading to an advanced degree.

3. Graduate students in the paid employ of the University may not receive their second degrees in one year.

4. Complete details of the rules of the Graduate School and those governing degrees and fellowships are given in the catalog.

5. Members of the Graduate School are subject to the "Rules for the Government of Students" so far as these apply to them.

FUNDS FROM ENTERTAINMENTS

No organization connected with the University shall be permitted to hold any entertainment with a view to raising money to be divided among its members. All funds received from entertainments given by any University organization shall be turned into the treasury of the same and used for the benefit of the organization as a whole, and for the promotion of the interests for which it was established.

[Council of Administration, April, 1898.]

STUDENTS' GRADES

1. The weight of the examination in fixing the full semesters' standing shall be determined in each case by the head of the department.

2. The faculties of the several colleges shall discuss the relative weights to be given to semester work and to final examinations, in determining the standing, and shall equalize them in each college as nearly as possible.

3. When this usage has been adopted it shall be announced for the information of students

4. Within three days after semester examinations any student may secure from his instructor an exact statement of his standing for the semester.

[General Faculty, March, 1900.]

NORMAL SCHOOL GRADUATES

Graduates from the two and four years' courses of the Normal School, at Normal, may be admitted to the junior class in courses for the A. B. degree; and graduates from the three years' course may be similarly ranked for the B. S. degree: our requirements for admission and graduation in all cases to be satisfied.

[Council of Administration, May, 1897.]

EXCUSE FROM MILITARY

Students entering the senior class from other institutions may be excused from military, and those entering the junior class shall be required to take military for one year.

[Council of Administration, September, 1897.]

PREPARATORY MUSIC STUDENTS

Preparatory students in music must satisfy the Faculty of the School of Music that they have sufficient educational attainments to pursue their work to advantage; or they must, under the direction of that Faculty, take in other departments sufficient work to fill in their spare time (i. e. time not devoted to music).

[Council of Administration, February, 1898.]

PHYSICAL TRAINING REQUIRED OF FRESHMEN

Physical measurements must be made of all members of the Freshman class upon registration, and afterwards during the year as the instructor may require. Practice in physical training is required three times a week during the year of all members of the Freshman class.

[Council of Administration, February, 1898.]

TIME REQUIRED TO MAKE ONE SEMESTER HOUR

One semester hour is determined as requiring three hours of the student's time—one recitation or lecture, plus two hours of preparation therefor; or three hours of laboratory or shop work, or drawing, etc.

[Council of Administration, December, 1898.]

FEE FOR LAW COURSES TAKEN BY NON-LAW STUDENTS

Students not enrolled in the College of Law, but taking law work, shall pay a fee of five dollars for each course, full or fractional. Students enrolled in the College of Law may elect University studies for which they are prepared, without additional fees.

[Council of Administration, September, 1899.]

ADVANCED STANDING

Advanced standing for University credit may not be granted to any student who, on entering, cannot matriculate for a course in some one of the University colleges.

[Council of Administration, January, 1900.]

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